



Natural Resources Conservation Service
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June 27, 2003

OKLAHOMA BULLETIN NO. OK180-3-7

SUBJECT: CPA – Optional Training on Mailings and Contracting in Toolkit

Purpose: To provide information on optional, task oriented, training sessions that will be given on mailings and contracting using Customer Service Toolkit (CST) data. These sessions are directed to changes in the processes for offices which have Windows XP and CST version 4.1.

Expiration Date: September 30, 2003

Mailing Training

Many offices are currently working with numerous program applicants and applications. There will be a need to send correspondence to these applicants, either individually or as a group.

NetMeeting training sessions are being scheduled to provide guidance to individuals and offices that need to do mailings and would like a demonstration of the process. Guidance will be provided on using mail merge to produce letters (i.e. deferred letters, or ineligible letters) and mailing labels for both groups and individuals.

Dates and times for these NetMeeting sessions are shown below. All sessions are optional. Each session will be limited to ten connections. If an individual or office is interested in participating, e-mail Suzanne Collier (Suzanne.Collier@ok.usda.gov) with the preferred session.

NetMeeting Sessions for Mailing Training (duration 1 hour) will be:

<u>Date</u>	<u>Time</u>
July 3	1:00 PM and 3:00 PM
July 8	10:00 AM
July 14	3:00 PM

Additional sessions will be scheduled as needed and requested.

Contracting Training

Many offices are preparing to finalize the contract support documents in support of program activities in the state. Toolkit version 4.1 has some new functionality that will provide more flexibility when preparing CPO schedules and contract support documents.

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DIST: AO

NetMeeting training sessions are being scheduled to provide guidance to individuals and offices that desire more information on the new features and functionality in contracting and would like a demonstration of the process. Guidance will be provided on new options in the contract wizard, the new forms (AD-1155E and AD-1156E) that will be used for contract support documents, and other enhancements. One specific example will demonstrate how to schedule separate contract item numbers for more than one occurrence of the same practice in the same field in the same year. (For example, four grade stabilization structures in the same field as four separate contract item numbers.)

Dates and times for these sessions are shown below. All sessions are optional. Each session will be limited to ten connections. If an individual or office is interested in participating, e-mail Suzanne Collier (Suzanne.Collier@ok.usda.gov) with the preferred session.

NetMeeting Sessions for Toolkit Contracting Training (duration 1 hour) will be:

<u>Date</u>	<u>Time</u>
July 3	8:00 AM and 10:00 AM
July 8	8:00 AM
July 14	1:00 PM

Additional sessions will be scheduled as needed and requested.

Contact Suzanne Collier at 405.742.1234 if you have additional training needs, or have questions on these training opportunities.

/s/ Johnny Green acting for

M. DARREL DOMINICK
State Conservationist